WELCOME TO
POLL WORKER TRAINING

May 5, 2015

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YOUR GOAL:
HELPING VOTERS VOTE!

- **Arrive by 5AM**
- **Have the Polling Location open by 6AM**
- **Focus on the Voters**
  - Be friendly and welcoming
  - Reassure stressed voters help is out there!
  - Empower voters to know they can confirm their polling location by calling 327-VOTE (327-8683)
  - Call 327-2000 for help when you need it

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YOUR GOAL:
HELPING VOTERS VOTE … NO MATTER WHAT!

- **In an emergency, fundamentally all Precinct Election Board needs to open their polling location and begin voting is:**
  1. Poll Book
     - Record of all registered voters in a precinct, which keeps track of who has voted to ensure one person=one vote
  2. Ballots
  3. Secure location to confidentially store uncounted ballots

- **Registered voter needs a qualifying photo ID**

ELECTION BASICS

- Voter Registration
- Kinds of Elections
- Precinct-Based Voting
- Poll Workers
- Credentialed Visitors & Other Precinct Officials

Voter Registration

- **Voters MUST be registered to vote**
  - Must be a US citizen
  - Must be 18 on or before date of general election
    - 17-year-olds can register and vote in the May primary election IF they're 18 by the date of November's election.
  - Must not be currently serving a prison sentence
    - In Indiana, convicted felons do not permanently lose their right to vote.
  - Must live in their precinct 30 days before the election
    - Fail safe procedures exist for voters who have recently moved. Consult the Secretary of State's Election Day Handbook (pgs. 21 & 22) for a flow chart to understand if the voter can vote in their old precinct one last time.

Types of Elections

- **Primary**
  - In Indiana, the primary election is held on the first Tuesday after the first Monday in May.
  - The Primary Election is where the two major parties nominate their candidates for the November General Election.
    - Voters must choose a Democratic OR Republican ballot
    - Non-partisan option only available where there is a referendum
- **General**
  - Held the first Tuesday after the first Monday in November across the country.
  - The purpose of the General Election is to select the winners for elected offices.

Precinct-Based Elections

- Marion County is divided into townships and/or wards, which are made up of small areas called precincts.

Marion County　　　　**Warren Township**　　　　**Ward WR, Precinct 19**
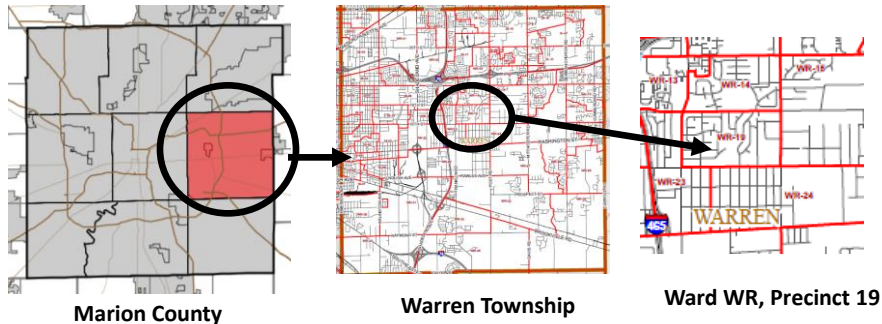
Precincts & Polling Locations

- **Precincts**
  - Marion County has 600 precincts
  - Determine what voting district a voter lives in
  - Determine where voters vote on Election Day

  This is why voters MUST update their voter registration EVERY time they move or change their name

- **Polling Locations**
  - Where people go to vote
  - Approximately 290-300 per election
    - Mayor's Office selects polling locations - they are subject to change
  - To confirm a polling location, even on Election Day, poll workers &/or voters can
    - Call 327-VOTE (8683)
    - Visit Indy.gov/VIP

Poll Workers

Each precinct has up to five poll workers who are primarily appointed by their political party.

- **Inspector**
  - 'Boss' of the precinct
  - Must work full day, attend training and pick up and deliver all voting materials
  - Serves on the precinct Election Board
- **Two Judges (one Democratic, one Republican)**
  - Check ID, assist voters
  - Can work a full OR half day
  - May travel with Inspector to deliver voting materials at end of day
  - Serves on the precinct Election Board
- **Two Clerks (one Democratic, one Republican)**
  - Manage the Poll Book, issue ballots, check ID
  - Can work a full OR half day
  - Are not members of the precinct Election Board

The Precinct "Election Board": 1.) Can issue challenges 2.) Decide on other election matters. **CALL 327-2000 FIRST**

Poll Workers

- **To serve as a poll worker:**
  - Must be a registered voter in Marion County
    - Exceptions for student poll workers, who can serve as a Clerk or Judge IF they are 16- or 17-years old, have permission from their school and parent or guardian and have a 3.0 GPA
  - Attend training
  - Not be a candidate on the ballot or closely related to a candidate on the ballot

Credentialed Visitors

- **Every non-voter MUST have a credential before entering the polling location**
  - **Watchers**
    - Appointed by the Democratic, Republican & Libertarian parties
      - County AND state parties can appoint watchers
    - Can ask for a public vote count and observe but must not interfere with voting or assist voters
  - **Media Watchers**
    - Special credentials from MCEB or Secretary of State
    - Can film or photograph inside the polling location but must show poll workers their credential first
      - Receive instructions prior to Election Day on what can be filmed inside the location

Other Precinct "Officials"

- **Poll book holders**
  - Assigned by the two major political parties
  - Cannot obstruct voting, but may review Poll Book to determine who has voted
  - Clerks may record names of those who have signed the Poll Book and provide those names to poll book holder or watcher
    - This action is not voter obstruction or electioneering by Clerk, watcher or poll book holder. [IC 3-11-8-10.5]

Central Count of Absentee Ballots

- State law now requires Marion County to count absentee ballots at central location
- Ballots counted by bi-partisan teams at Election Service Center
- Poll workers must process a 'first-run' LIST of absentee voter names in the poll book FIRST THING in the morning (i.e., people who voted before the Saturday supply pick-up).
- Bi-partisan courier teams will deliver a second list of names, if applicable (i.e., people who voted on or after the Saturday supply pick-up), that must also be processed, and returned by the courier teams to Election Service Center
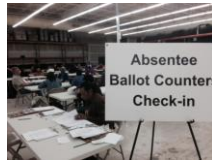
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Voter ID Requirements

- **ID must meet ALL of the following FOUR requirements:**
    1. Photo
        - Should be a reasonable likeness
    2. Expiration Date
        - Must be current or expired after last General Election (Nov. 4, 2014)
        - Not all military IDs have expiration dates
    3. Name must reasonably conform to the poll book
    4. Government Issued
        - Issued by State of Indiana OR federal government
            - **Cannot accept out-of-state IDs**
            - State/public schools may be OK if they meet other requirements

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Voter ID:
Name must "reasonably conform"

**Name on ID must reasonably conform
with name in the Poll Book**

- Conform does not mean match exactly
- People commonly use nicknames, middle names and initials
- Some examples of names that would conform with Robert John Crew
  - Robert John Crew   - Bob John Crew
  - Robert J. Crew   - Bob J. Crew
  - Robert Crew   - Bob Crew
  - R. John Crew   - John Crew
  - R.J. Crew   - J. Crew

- **For more information on Voter ID**
  - Secretary of State's Handbook, page 19
  - Inspector Binder contains Voter ID scenarios

> ⚠️ **Remember, Indiana law does NOT require the address on the ID match the address in the Poll Book. Indiana's voter ID law is about establishing a voter's IDENTITY, not RESIDENCY.**

Voter ID: Temporary ID's

> ⚠️ **Temporary paper IDs issued by the State of Indiana are valid for voting purposes. Be sure to follow all the ID verification steps (valid or expired since the date of the last general election: 11/4/14; include photo, name reasonably conforms) before letting the voter sign the Poll Book.**

Poll Book: Overview

- **List of every citizen registered to vote in a precinct**
- **Each precinct has one poll book**
- **Found in the SEALED Ballot Transfer Case**
  - This case should not be opened before Election Day
- **Primarily, but not exclusively, the Clerks' job to manage as a team**

> ⚠ **When you open your sealed ballot case on Election Day, make sure you have the correct Poll Book by looking on the cover for your ward/precinct information. Find absentee list!**

Poll Book: Basics

Name and Address Block
- Voter information listed alphabetically by last name
- Date of birth found under the voter's address

Scanned Signature
- Original signature provided by voter when they registered or updated their records
- Used to compare voter's signature in the Poll Book to the signature on file

Sign Here
- Location the voter signs AFTER the poll worker reviews their photo ID

Poll Book: Basics

Name/Address Change
- If the voter's address has not changed, the Clerk can check the 'Address Unchanged' box
- If there is a name or address change, check this box AFTER voter completes the Name/Address Change Affidavit (VRG 4/12) found in the Inspector Binder
    - In cases where a name changes, the voter fills out the affidavit and signs the Poll Book with their new name
    - Before allowing a voter whose address has changed to vote, please refer to the Secretary of State's handbook to determine if the voter is eligible to vote in your precinct. (Look for the flow chart on page 21 or 22.) Depending on date and location of the move, a voter may have to return to their previous precinct or may not be eligible to vote at all.
- If you have questions, ask your Inspector to call 327-2000

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Poll Book: Basics

Ballot Type
- In the primary election, a voter must select a Democratic (D) OR Republican (R) ballot
- *For 17-year olds, mark D OR R, making sure to provide correct 'special' ballot*
- Clerk must check the ballot type

ABS
- Abbreviation for "Absentee"
- Circle when processing list of absentee voters

Precinct Split
- If the precinct is "split" for any reason (meaning some precinct voters have different candidates on their ballot in particular race(s) than other precinct voters), the split is indicated here and denoted as A, B, C…

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Poll Book: Basics (Primary Only)

Under 18
- Residents who are 17 now but will be 18 before the November general election can vote in the May primary
- Next to their date of birth, 'Under 18' will appear
- Follow the same procedures for any voter
  - 17-year olds select either a Democratic or Republican Ballot
  - In primary elections where non-partisan or referendum questions are on the ballot, special "17-year old ballots" will be printed

See next slide for 17-year old identifiers on the ballot

Poll Book: Basics (Primary Only)

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Poll Book: Basics

EXCITEMENT, EDDIE
1458 ANYWHERE ST
INDIANAPOLIS, IN 46201-1111
DOB: 1/1/1900
Voter ID on File
Proof of Residency

Eddie Excitement

Proof of Residency
• Voter MUST show proof of residency to the Clerk: valid driver's license, bank statement, government check, government document, paycheck or utility bill.
• Clerk MUST enter proper residency code (See instructions in the front of Poll Book for more information)

RICH, SUSIE
1112 ACME AVE
INDIANAPOLIS, IN 46201-1111
DLN/SSN4: _____

Susie Rich

DLN/SSN4
• If the voter ID number is not stored in the system, 'DLN/SS4: __' will print
• Clerk must request either the driver's license number or the last four digits of the voter's social security number
• Voter is not obligated to provide the information

Poll Book: Basics

VOTERS' POLL LIST: 2008 Primary Election   Marion County   Precinct PRA 001

ABSENTEE, AL
1278 ANYWHERE ST
INDIANAPOLIS, IN 46201-1111
DOB: 1/1/1900
Voter ID on File

Need Current Signature

Need Current Signature
• Message prints when a voter's signature is not stored in the system

PROBLEM, PAUL
1301 ACME AVE
INDIANAPOLIS, IN 46201-1111
DOB: 1/1/1900
Voter ID on File
Affirmation of Residence Required

Paul Problem

Affirmation of Residence Required
• If the voter's registration is inactive, 'Affirmation of Residence Required' will print on the Poll List
• Voter must fill in their address

2015 Municipal Primary Ballot

- **Municipal**
  - Indianapolis Mayor and City/County Council
  - City of Beech Grove-Mayor, Clerk/Treasurer, City Judge, City Council
  - City of Lawrence-Mayor, City Clerk, City Council
  - City of Southport-Mayor, Clerk/Treasurer, City Council
  - Speedway-Clerk Treasurer, Town Council
  - Various other included town offices
- **Non-Partisan Public Question**
  - Beech Grove City Schools
  - Perry Township Schools
  - Wayne Township Schools

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Primary Election Ballot: Reminders

- **Voters must pick either a Democratic OR a Republican ballot in a Primary Election**
  - Indiana law requires the two major political parties to nominate candidates in May's Primary Election
    - Winners in May appear on November's General Election ballot along with other third- and minor party candidates
- **Only voters in <u>Beech Grove City Schools, Perry Township Schools, and Wayne Township Schools</u> will have a non-partisan ballot option**
  - Exception: 17-year old voters cannot vote on the public questions so they have special ballots
  - For those voters who do NOT want to participate in a partisan primary, but do want to vote on a public question, a non-partisan ballot is available

⚠️ **<u>Do NOT forget to circle the voter's ballot choice in the poll book</u>!**

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BEFORE ELECTION DAY

- **Supply Pick-Up**
- **Calling Poll Workers**
- **Calling the Polling Location**
- **Reviewing Poll Worker Materials**

Supply Pick-Up

- **Inspector supply pick-up**
  - Saturday, May 2| 10AM to 4PM
- **Regional Locations**
  - Center: IPS School 15, 2302 E. Michigan St.
    - Center Township - Wards 1-17, 23, 25 & 30
  - Northeast: Belzer Middle School, 7555 E. 56th St
    - Lawrence & Washington Townships PLUS Wards 20, 21, 22, 27 & 31
  - Southeast: Arlington Elementary School, 5814 S. Arlington Ave.
    - Center Outside, Perry, Franklin & Warren Townships PLUS Wards 18, 26, 28
  - West: Chapelwood Elementary School, 1129 N. Girls School Rd.
    - Decatur, Pike & Wayne Townships PLUS Wards 19, 24, 29, 32

Inspector Supplies

- **These items are <u>OK</u> to open before Election Day:**
  - Folder
    - Names of poll workers and any additional instructions
  - Poll Kit (white cardboard supply box)
    - Contents:
      - Seals
      - Bags
      - Provisional Ballot Kit
      - Signs
      - Ink Pens
      - Magnifying Glass
      - iVotronic headphones
      - Wire Cutters
      - Calculator
      - Inspector Binder* (next slide)
      - Covers for iVotronic headphones
      - Tape
      - Maps

      OK to open! Inspectors should inspect Poll Kit before Election Day. Missing an item? Call 327-2000.

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Inspector Supplies

- **Inspector Binder**
  - Best resource to review before and on Election Day
  - Contents:
    - Keys to M100
    - Lanyards
    - Poll Worker Credentials
    - Envelopes (zero tape, totals tape, and Closed Polls)
    - Secretary of State's Handbook
    - Forms, such as:
      - Poll Worker Oath
      - Payment Voucher

      OK to open! Inspectors should review materials in the Binder before Election Day.

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Inspector Supplies

- **Sealed plastic Ballot Transfer Case - <u>DO NOT OPEN!</u>**
  - Contents:
    - Ballots
    - Poll Book
    - <u>First List of Absentee Voters</u>
    - If managing precinct, you'll have materials for the polling site's iVotronic or touch screen voting machine:
      - Personalized Electronic Ballot (PEB)
      - PEB reader

> ⚠ **DO NOT open the sealed ballot case until Election Day – it is illegal to do so!**

Call Poll Workers

- **Inspector should contact Clerks and Judges before Election Day!**
  - Contact information is provided to Inspector when they pick up their Inspector kits
  - Be sure to:
  - Schedule a time to set up the night before
    - Share contact information with other poll workers
    - Arrive at 5AM
    - Make arrangements for food/drink

Call Polling Location

- **Inspector should call site prior to Election Day**
  - Site contact found in your folder
- **Be sure to:**
  - Confirm building will be unlocked by 5AM on Election Day
    - In some cases, keys will be provided to you before Election Day
  - Ask where voting equipment is located
  - If possible, arrange a time to set-up the night before in cooperation with other poll workers

OPENING THE POLLS

- **Set up as much as you can the night before**
- **Arrive by 5AM**
- **Process List of Absentee Voters before 6 AM if possible**

Night Before: Assemble Booths

- **Assemble blue voting booths**
  - Each precinct will have at least two blue "clamshell" cases:
    - Each case opens like a "clamshell" to provide two booths
      - Two "half-shell" table tops
      - Two privacy screens
      - Eight legs
    - Insert four legs into bottom of blue half-shell table top
    - Flip over
    - Insert privacy screen
    - Tape up voting instructions (found in Poll Kit) in each booth
    - Place ink pens in the booths

Night Before: Accessibility

- **Establish voter accessibility station**
  - Designate one table for voters with disabilities to use
    - Table height must accommodate a wheelchair or scooter user
- **Hang posters (found in Poll Kit):**
  - By entrance:
    - Sample ballots
    - Voters' bill of rights
    - Maps
  - By voting equipment:
    - ES&S posters for M100 and iVotronic

Night Before

- **Arrange tables and chairs**
  - Allow for smooth traffic flow
  - Provide enough unobstructed space for voters with disabilities to navigate your polling location
    - Preferable to give 5 square feet around voting booths and equipment for wheelchair/scooter users
- **Move voting equipment into place**

⚠ **DO NOT plug-in or turn on your voting equipment! Wait until the morning of the election to assemble equipment.**

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Example of Precinct Layout & Setup

Voting Booth   Voting Booth   Voting Booth   Voting Booth   iVotronic

M100 Voting Machine

Judge   Judge

Clerk's Table

Inspector Table

Challenge Table
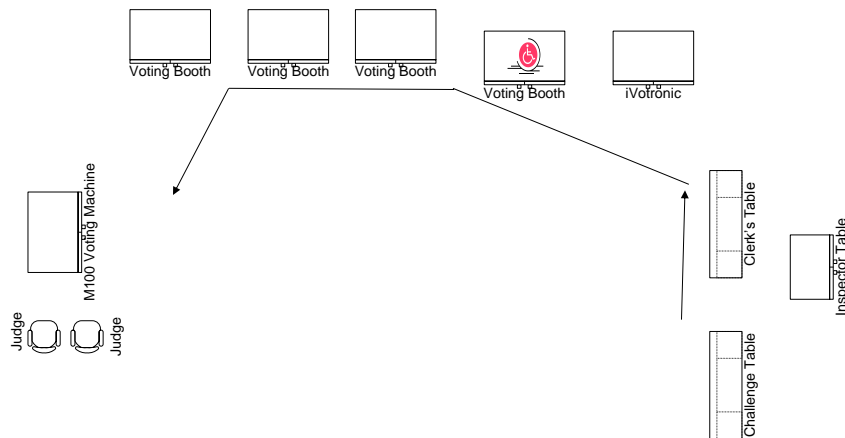
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Arrive by 5AM

- **All poll workers need to arrive at their polling location at 5AM**
  - Inspectors will receive a call at 5AM
  - Inspectors: If you are unable to serve, call 327-2000 immediately
  - Clerks/Judges: If your Inspector does not arrive at 5AM, call 327-2000 immediately

Election Morning: Ballot Case

- **Open sealed ballot case**
  - Ensure Poll Book is the correct one for your precinct
  - Organize sealed packages of ballots
    - Separate by Democratic, Republican (and Non-Partisan, if applicable) for a Primary Election
    - Look for a brightly colored sticker on the outside of each ballot package indicating its ballot type
    - Only open one package of ballots at a time

> **!** **Do NOT pre-initial ballots. Poll workers should initial ballots as they are handed to voters.**

Election Morning: Readying the Site

- **Place signs and accessibility items outside**
  - Some sites may need additional items to make them more accessible to voters with disabilities:
    - Ramps
    - Cones
    - Doorbells
    - Disability Parking Signs
- **Place 'Official Voting Place' yard sign outside your location**
  - Found inside ballot storage bin of M100
- **Organize the Poll Book with colored tabs**

Election Morning: The Chute

- **Define the chute extending 50 feet from the entrance to the room where people vote**
  - Hang the 'no campaigning beyond this point' sign at the start of the chute
  - Do not permit candidates and others to campaign in this area (i.e. hand out leaflets, flyers, posters, etc.)
- **<u>Be ready to receive voters at 6AM</u>**

Election Morning:
Setting Up Voting Equipment

- **Set-up Voting Equipment**
  - Every PRECINCT will have an M100 (optical scan ballot reader)
  - Every POLLING LOCATION will have an iVotronic or touch screen machine
    - One precinct is the 'managing' precinct and will have the personalized electronic ballot (PEB) and PEB reader in their sealed ballot case
    - **iVotronic MUST be opened before the M100.**

> ⚠ **'Managing' precinct's voting equipment must be opened before the other precincts.**

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Election Morning:
Setting Up Voting Equipment

- **Set-up Voting Equipment**
  - Boot-up Order
    - Plug-in iVotronic
    - Initialize iVotronic (place PEB in slot)
    - Plug-in M100
    - Unpack and plug-in PEB reader to M100 and to the power outlet
    - Initialize M100 using PEB reader and PEB
    - Print zero tape from M100
      - Review and confirm all races show a zero vote
      - Inspector and Judge(s) sign the tape
      - File zero tape in its correct envelope found in the Inspector Binder

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Problems Setting Up Equipment?

- **Call Inspector Hotline (327-2000) immediately!**
- **Use fail-safe procedure and continue voting**
  - Ask voters to use paper ballots
  - Store ballots in uncounted storage bin until a mechanic arrives
    - Storage bin found at front of M100
    - Unlock door
    - Fold down flap
    - Lock door into place
      - After machine repaired, count ballots and fold flap back up.
  - If iVotronic is working, voters may use it

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Election Morning: Administrative Duties

- **Perform administrative duties**
  - Sign oaths and affidavits (found under TAB 2 in the Inspector Binder)
  - Inventory and sort supplies
  - Pass out credentials/lanyards to poll workers
  - Process first list of absentee voters in the poll book
    - First list found in ballot transfer case; second list to arrive by courier
    - Must be a priority to process list as soon as possible

⚠️ **State law now requires Marion County to count absentee ballots at a central site NOT at the precinct. Poll workers will learn more about absentee ballot counting later in this presentation.**

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Election Morning: Central Count of Absentee Ballots

- **Instead of ballots, poll workers will receive list(s) of absentee voters to record in the poll book**
  - List(s) includes names of every voter who requested an absentee ballot in the precinct
    - First list found in ballot transfer case
      - Should be processed before 6AM, if possible
    - Additional list(s) delivered by bi-partisan courier teams
      - Should be processed immediately, unless there is a line of voters at your precinct
    - Once completed, courier will take any and all list(s) back to central site in one envelope

Processing Absentee Voter List(s)

- **First, flip to the last page of list and record the <u>total number </u>of absentee voters on your Ballot & Signature Audit Log**
  - Found under Tab 3 in the Inspector Binder

⚠️ **Process EVERY NAME on the Absentee Voter List(s) into the poll book. Questions? Call 327-2000**

- <u>**AS SOON AS POSSIBLE**</u>: Process the precinct list found in the sealed ballot transfer kit. (a second list will likely arrive later in the morning via courier.)
- Inspector should lead process in the presence of poll clerks
  - If clerks aren't available, judges or bi-partisan courier team can assist
- Read the voter's name and address out loud
- Find voter's name in Poll Book

Processing Absentee Voters

- Circle ABS in the Poll Book
- Print voter's name in signature block followed by "ABS"
- Check name off on absentee list
- Repeat for all voters on list
- Repeat process when second list arrives immediately upon arrival

Returning Absentee Lists for Central Count

- **Election Board Couriers will return all lists and absentee materials to the Election Service Center in a secure envelope.**
  - Processed absentee voter list(s)
  - Challenge Forms (PRE-4)
- **Inspector & Poll Clerks sign the outside of the envelope where noted**
- **Secure envelope with seal & initial**
  - Bi-partisan envelope seals found in poll kit

> **Absentee ballots cannot be counted until the lists are returned to the central site! Processing your absentee voter lists must be a priority to prevent delays in election results.**

What If's . . .

- **What if:**
  - **Voter not found in poll book?**
    - Write 'not in poll book' next to the voter's name on ABS list
  - **Voter votes in person at precinct before list is processed?**
    - Write 'voted in person' next to the voter's name on ABS list
  - **Voter is challenged?**
    - Write 'challenged' next to the voter's name on ABS list
    - Make sure to include a completed challenge affidavit (PRE-4)
      - See next slide

> ⚠ **Issues will be addressed at the central site. Other questions? Call Hotline at 327-2000**

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Handling Absentee Voter Challenges

- **Absentee voters can be challenged at the precinct**
  - If challengers are present, Inspector should tell them the absentee voters are going to be processed in the poll book
  - Inspector reads names out loud as poll clerks process names in the poll book
  - If challenged:
    - Challenger should complete PRE-4, the state's challenge form
      - Found in Inspector Binder under Tab 3
    - Poll clerks should write 'challenged' next to name on absentee voter list to alert central count team when list is returned
    - PRE-4 should be included in the materials returned by the courier
  - Once names are read, the absentee voter can no longer be challenged at the precinct

> ⚠ **Questions? Call 327-2000**

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Absentee Voters at the Polls

- **If a voter comes to vote at your precinct on Election Day AND the voter has already been processed as an absentee voter in the poll book:**
  - Voter <u>must</u> return their absentee ballot to Election Service Center and get permission from the Board to return to their precinct to vote before the polls close at 6PM
    - Provide instruction sheet to voter
      - Multiple copies found inside colored folder
      - One copy found in the Inspector Binder
    - Encourage voter to go to central site! (3737 E. Washington St.)
      - Voter must bring ballot/envelope with them

Absentee Voters at the Polls

- **CON'T - If a voter returns to vote at your precinct on Election Day:**
  - With a permission slip from MCEB
    - Poll workers should find voter's name in poll book
    - Voter should be asked to present proper ID
    - Poll workers should cross-out the 'ABS' circle on the poll book and put a line through the printed name in the signature block
      - Poll workers should write their initials next to the corrections
    - Voter should sign their name above the printed name in the signature block
    - Voter receives a regular ballot and casts it before leaving

SERVING THE VOTERS

- **Welcoming & Assisting Voters**
- **How to Use the Voting Equipment**
- **Provisional Ballots**

Be Welcoming!

- **Polling location should be welcoming to all voters**
  - At a large polling location, ask Judges to rotate and greet voters, guiding them to the correct precinct table
    - Maps of the precinct is found in the Poll Kit
    - If voter isn't sure and maps aren't helpful, let them know about our phone-based polling place locator
      - Call 327-VOTE (327-8683)
      - When prompted, pick the option for the polling place locator
      - Voter enters date of birth and numeric portion of their street address to determine polling site
  - Make sure site is navigable
    - Leave a five foot area around voting booths and equipment to help wheelchair/scooter users

Assisting Voters for Disabilities

- **Use common courtesies**
  - <u>Always ask first</u> if a person with a disability needs help
    - Assist a person who is blind by offering your arm or shoulder for the person to hold as you guide them to a voting machine
  - Always look and speak directly to a person with a disability - not the interpreter, companion or helper
  - When greeting a person who is blind or has low vision, always identify yourself
  - Do not shout!
  - Signal with a tap or wave to get the attention of a person who is deaf
    - Face the person and speak clearly but naturally, don't exaggerate

Affidavit of Voter Assistance

- **Voter may be assisted with marking his/her ballot only if:**
  - Voter has a disability or is unable to read or write the English language
  - Voter requests assistance BEFORE entering the voting booth
- **Anyone can be designated to assist the voter EXCEPT for the voter's employer or union representative**
  - If asked, BOTH Judges must assist the voter
    - First, complete the affidavit of voter assistance (PRE-3) found under tab 3 of the Inspector Binder

Welcoming Basics

- **When a voter arrives …**
    1. Greet them with a smile!
    2. Ask if they know their precinct and/or direct them to the proper Clerk's Table if they look like they need help
    3. Clerks, ask for and find the voter's name in the Poll Book
    4. Check voter's photo ID

    ⚠️ **Refresher: ID must have a photo; be current or expired after Nov. 4, 2014; be issued by the state of Indiana or federal government; AND voter's name on ID must reasonably conform to name in Poll Book.**

    5. Allow voter to sign Poll Book
    6. Determine if voter wants a paper ballot or wishes to use the iVotronic

For Primary Election Voters…

- **When a voter arrives, the Clerks…**
    7. Ask if voter wants a Democratic or Republican AND circle voter's choice of ballot in poll book

    - *Remember some precincts may have non-partisan and 17 y/o ballot options*
    8. Initial the back of the paper ballot OR hand iVotronic card to voter

30

Primary Election Voters Using the M100

- **Select correct ballot type (D, R, NP)**
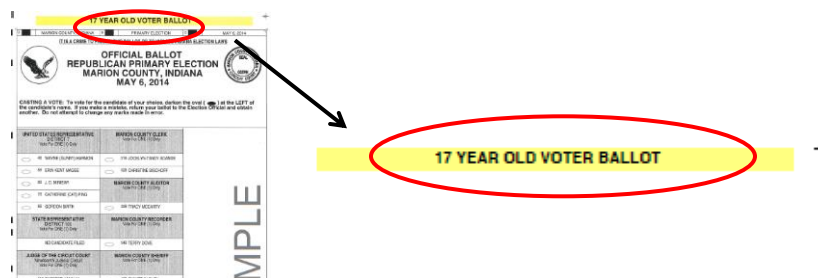
To confirm partisan ballot type, look for:
- Color band
  - Green = Democratic
  - Yellow = Republican
  - *See next slide for 17-year old indicators*
  - No Color = Non-Partisan
- Party designation written at the top of the ballot

17-Year-Old Primary Election Voters Using the M100

17 YEAR OLD VOTER BALLOT

Voters Using the M100

- **Confirm voter's precinct on the back**

Voters Using the M100

- **Initial back of the ballot**

Don't forget: Two sets of initials MUST be on the back of ballot!

- If no Clerks, OK for Judge and Inspector to initial.
- If the Inspector is the only poll worker, the Inspector should initial twice.

Voters Using the M100

- **Remind voters to follow instructions**

Some offices instruct the voter to only vote for one.

Some offices instruct the voter to select multiple candidates. For example:
"Vote For No More Than EIGHT (8)"

- **There may be races on the back of the ballot!**
  - Remind voters to turn the ballot over before casting their votes
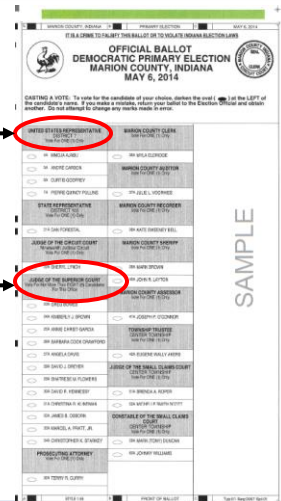
Voters Using the M100

- **When finished, the ballot is inserted into the scanner located under the black flap of the M100**
  - Does not matter if ballot is face up or face down, forward or backward
- **If voter selects too many candidates in a particular race, the M100 will beep**
  - Voter presses 'accept' if the voter says that she/he intended to over-vote
  - Voter presses 'reject' if the voter says he/she made an error and would like to vote again
    - Ballot should be marked 'spoiled' and placed in 'Spoiled Ballots Envelope'
    - Clerks will initial and provide voter with a new ballot

Voters using the iVotronic

- **Ask iVotronic voter if they want a Democratic, Republican or Non-partisan ballot, if it's the Primary Election**
- **Find a blank iVotronic ballot card**
  - iVotronic cards are found in zipper pack of Inspector Binder
- **Print the following information on the card:**
  - Voter's precinct and split
  - Circle voter's partisan ballot choice (Democratic or Republican) and/or mark if this is a 17-year-old voter, if this is a Primary Election
- **Clerk hands card to voter and directs the voter to a Judge**

Voters Using the iVotronic

- **Judge inserts the PEB into the iVotronic**
- **Voter hands iVotronic card to Judge**
- **Judge selects voter's ward/precinct (see next slides)**
  - If there is only one precinct at your polling location, the machine may skip this step
- **Judge selects correct partisan choice, if a Primary**
  - Dem or Dem17YO or Rep or Rep17YO
- **Judge removes PEB**
- **Judge touches screen to activate a visual ballot**
  - ***Instructions on activating an audio ballot are slightly different*
- **Judge moves away from machine**

Voters Using the iVotronic

PRECINCT SELECTION

01-01

01-02

Page 1 of 2

iVotronic Card is the key to selecting the correct electronic ballot for the voter!

- If multiple precincts are using the same iVotronic, you will FIRST need to pick voter's ward/precinct
  - *Only one precinct at your site? Skip this step*

iVotronic Card
Township: *Center* Ward: *01* Precinct: *02*

Circle One:
Democratic   Republican

17-year old? Yes _____   No _____

Voters Using the iVotronic

BALLOT SELECTION MENU

DEM – Ballot Style #5

DEM17 – Ballot Style #4

REP – Ballot Style #3

REP17 – Ballot Style #4

Page 1 of 1

iVotronic Card is the key to selecting the correct electronic ballot for the voter!

iVotronic Card
Township: *Center* Ward: *01* Precinct: *02*

Circle One:
Democratic   Republican

17-year old? Yes _____   No _____

- Pick correct partisan ballot for voter
  - *Notice the special notation for a 17-year old ballot for either political party on the iVotronic's ballot selection menu*

Voters Using the iVotronic

- **Voter touches the screen and ballot instructions appear**
- **The iVotronic guides the voter through the process to touch the screen and make their selections**
- **Once concluded, iVotronic will allow the voter to confirm voter's selections**
- **Voter presses "VOTE" on the screen or the "VOTE" button above the screen**

> ⚠️ **Do NOT let your voter leave until their ballot is cast on the iVotronic. If they do leave before the process is complete, call 327-2000 and operators will assist you.**

iVotronic Accessibility Options

- **iVotronic can be unplugged and removed from its stand**
  - Place on a table/tray of a wheelchair or scooter user
  - iVotronic can operate on battery power for a short time but be sure to plug it back in once voter is finished
- **Audio ballot for voters with a visual disability**
  - Headphones and headphone ear covers found in Poll Kit
  - Headphone jack found on the lower right side of iVotronic
  - Braille-enabled buttons to help voters navigate through the menu

iVotronic Accessibility Options

- **How to access the iVotronic's audio ballot**
  - Plug in headphones
  - Hand voter the headphones and ask if you can guide them up to the machine
  - Let them feel the perimeter of the iVotronic's face to find the buttons
    - You might also tell them where to feel on the top and bottom
  - Insert PEB
  - Select correct ward/precinct and ballot style for the voter
  - Press GREEN BUTTON to activate audio ballot

⚠️ **When using an audio ballot on the iVotronic, the screen will intentionally go blank in order to give the voter full confidence they are voting privately.**

iVotronic Accessibility Options

- **How a voter uses the iVotronic's audio ballot**
  - Listen to instructions first
  - Use the yellow up and down arrows to select the contests (i.e. president, mayor, school board, council)
  - Use the green button to make their candidate selection within the contest
  - Press 'VOTE' button at top of the screen when finished
    - Poll workers: you'll notice the button blinking red, which should help you know when the voter is concluding their time on the iVotronic.

VOTING EQUIPMENT

- **How to assemble and "Boot up" the M100 and iVotronic**
- **How to shut down and disassemble the machines**
- **How to remove and return electronic media**

Two Types of Voting Equipment

Every POLLING LOCATION will have at least one iVotronic or touch screen machine

Each PRECINCT within a polling location will also have an M100 or optical scan reader machine
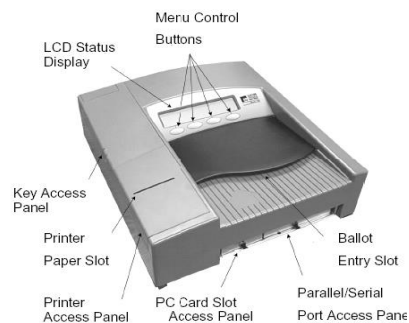
iVotronic & M100

- **iVotronic**
  - Federal law requires voting equipment with accessibility functions to provide a confidential voting experience for voters with disabilities
    - Uses touch screen technology
    - Has Braille-enabled buttons and offers an audio ballot feature
  - iVotronic FIRST!
    - iVotronic must be initialized BEFORE the M100 otherwise a technician will need to come to the polling site to correct the error
- **M100**
  - Optical scan ballot reader
  - Uses a paper ballot card

Sharing a Polling Site

- **In many cases, there will be two or more precincts at one location**
  - Work as a team with other poll workers to share iVotronic
  - Precincts share one iVotronic
    - Tag on iVotronic indicates all the precincts that share the machine
  - Each precinct will have its own M100
- **'Managing Precinct' Inspector transports PEB & PEB reader**
  - Managing precinct is listed first on the iVotronic tag
  - Cannot initialize the other precincts' M100s until the managing precinct is open

Setting Up iVotronic
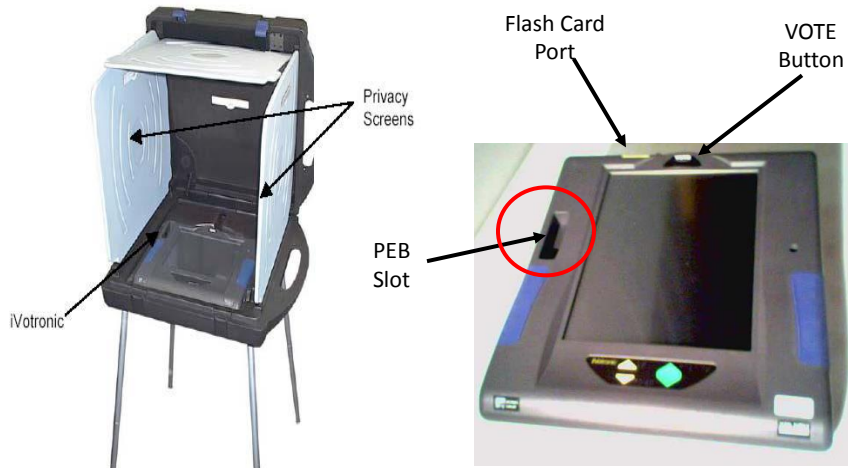
Setting Up iVotronic

- **Slide latch open on front of case**
  - Unwind power cord (Do NOT plug in yet!)
  - Remove legs and assemble them
- **Close cover and slide latch back**
- **Turn unit over**
- **Insert legs (twisting as you insert)**
- **Turn unit upright (may take two people)**
- **Open cover**
- **Lift top and side privacy blinders**
  - Side blinders snap into place
- **Unsnap metal bar 'kickstand' under iVotronic near top**
- **Ensure power cable at top of iVotronic is plugged in**
- **Plug power cord into an outlet**

Initializing the iVotronic

- **Insert PEB into PEB slot**
  - Found to the left of the screen
  - Will fit only one way
- **Watch progress bar**
- **Confirm precinct info on touch screen**
- **When screen indicates, remove PEB**
- **Terminal will finish opening**
- **Press 'VOTE' button to exit**
- **iVotronic screen will go blank**
- **iVotronic is ready to be used!**
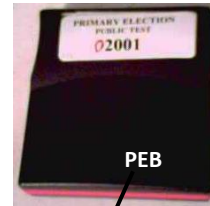
PEB

Setting Up M100

Menu Control Buttons

LCD Status Display

PEB Reader Plug

Key Access Panel

Printer Paper Slot

Printer Access Panel

PC Card Slot Access Panel

Parallel/Serial Port Access Panel

Ballot Entry Slot

Setting Up M100

- **Find M100 keys in Inspector Binder**
  - Found in zipper pack
- **Use gold key to unlock access panel and lower door**
- **Remove lid**
- **Unlock ballot storage bin**
  - Remove power cord and 'official voting place' yard sign
  - Confirm no ballots inside
- **Lock ballot storage bin**
- **Unlock 'garage' door**
- **Slide scanner forward**
- **Insert power cord into hole found on left side of ballot storage bin**
- **Thread through and connect cord to back of scanner**
- **Slide scanner back _without_ pinching cord**

Initializing M100

- **Plug power cord into wall outlet**
- **Bring over PEB and PEB reader**
  - PEB reader found in Ballot Transfer Case
  - PEB reader allows the iVotronic and M100 to 'talk' to each other and transfer data

PEB Reader

- **Connect PEB reader data cord to port found under 'garage door' of M100**
- **Plug PEB reader to power supply**
- **Open access panel to left of scanner**
- **Insert RED key and turn to 'open/close polls'**

Initializing M100

- **M100 will initialize**
  - Message appears 'Open the Polls'
  - Press button below 'yes'
  - Turn key to 'vote' when prompted
- **Insert PEB into PEB reader**
- **M100 will beep and instruct you to connect PEB reader**
  - You've already done this, so press button under 'continue'
- **Zero tape should begin printing automatically**
- **Remove PEB when screen reads 'insert ballot'**
- **Disconnect PEB reader and store**
- **Close and lock control access panel door**
- **Secure keys**
- **M100 is ready to be used!**

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Problems Setting Up Equipment?

- **Call Inspector Hotline (327-2000) immediately!**

- **Use fail-safe procedure and continue voting**
  - Ask voters to use paper ballots
  - Hold ballots in uncounted storage bin until a tech arrives
    - Found at front of M100
    - Unlock door
    - Fold down flap to expose ballot slot
    - Lock door into place

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Shutting Down Equipment

- **After 6PM, shut down the iVotronic**
  - Go to iVotronic and insert PEB
  - Write down the public count of voters
    - Found on the bottom of the screen
    - You'll need this information for your closing paperwork
  - 'Close Polls Now' option will automatically appear
    - If a voter is in chute at 6PM and wants to use the iVotronic, press 'exit this menu' and proceed with voting

⚠ **iVotronic MUST be closed first!**

Shutting Down Equipment

- Follow the screen messages and do NOT remove PEB until instructed
- Review screen message
- Touch screen to turn off
  - Unplug screen and tilt forward
- Remove seal (above VOTE button)
- Remove flash card
- Tear down iVotronic
  - Fold down privacy screens, lower "kick stand," remove legs, wind cord back in place
- Secure blue seal on the case
  - Found in the Inspector Binder's zipper pack

Shutting Down Equipment

- **After iVotronic is closed, shut down M100**
  - Remove all ballots from M100 compartments
    - If any unvoted ballots in ballot storage bin, they should be scanned before shut down if otherwise valid.
  - Use red key to switch from 'VOTE' to 'OPEN/CLOSE'
  - Unlock control access panel
    - Front of M100
  - Connect PEB reader to scanner
  - Plug PEB reader into outlet
  - Press 'Close Polls' button on M100 scanner
  - Insert PEB into PEB reader
  - Select continue on M100 scanner

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Shutting Down Equipment

- Print results tapes (automatic)

    - Inspector and Judge(s) sign one copy
    - Put signed copy in Totals Tape Envelope
      - Found in the Inspector Binder in the zipper pack
    - Print additional copies upon request of watchers
    - OK to read results out loud
  - Turn key to OFF
  - Remove PEB from PEB reader
  - Disconnect PEB reader
    - Managing precinct returns PEB reader in Ballot Transfer Case
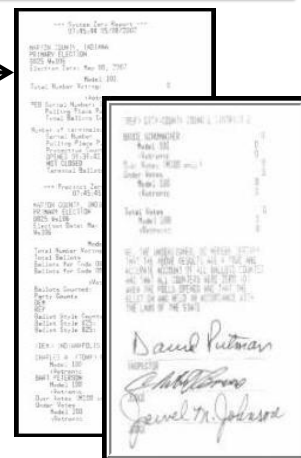
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Shutting Down Voting Equipment

- Break padlock seal
  - Use wire cutters
- Remove M100 card
- Unlock 'garage' door
- Slide scanner forward
- Remove power cord
- Slide scanner back
- Place cord in metal ballot box
- Replace lid and lock panel

Put Electronic Media in Bubble Pack

Every Precinct Returns

M100 Card

Found sealed in front of scanner in the 'garage' door

Managing Precincts Return:

M100 Card

Found sealed in front of scanner in the 'garage' door

+

PEB

iVotronic Flash Card

Found sealed in rear of iVotronic

Secure Voting Equipment

- **Lock, seal and leave M100 and iVotronic in a secure location at the polling site where you found them**

> ⚠️ **You MUST tear down your equipment so that it can be removed from the site as quickly as possible after Election Day. Do NOT leave voting equipment assembled at the end of the voting day.**

PROVISIONAL BALLOTS

- **What is a Provisional Ballot?**
- **Where do I find a Provisional ballot?**
- **When should a Provisional Ballot be used?**
  - Common Scenarios
- **What is the process for completing a Provisional Ballot and its paperwork?**

Provisional Ballots:
Where to Find Materials

- **Provisional ballot kit is found inside the (cardboard) Poll Kit**
  - Contains:
    - Security envelope pre-printed front and back with the PRE-4 and PRO-2
      - PRE-4 completed and signed by the challenger (likely the Inspector) and the challenged voter
      - PRO-2 completed and signed by challenged voter
    - 'Provisional Ballot' stickers
    - PRO-9
      - Given to voter to notify them of their rights

> ⚠ **"Special" provisional ballots are NOT printed. The voter is given a regular ballot with a 'provisional ballot' sticker placed on it.**

Provisional Ballots:
When to Use Provisional Ballots

- **Provisional Ballots:**
  - Should be used only AFTER exhausting all options that would permit a voter to legally cast their ballot.
  - Ensure a person is never denied the opportunity to vote, even if it ultimately will not be counted

- **Common scenarios:**
  - Voter does not have a valid, government-issued photo ID
    - Voter can bring their ID to the Election Board no later than noon, ten days after the election
  - Voter is not in the poll book because he/she is not registered to vote
    - **Call the hotline – 327-2000 – before making this determination!**
      - After speaking to Voter Registration, a person who is not registered to vote in Marion County should be offered a provisional ballot to be reviewed at a later time.
  - Voter is not in the poll book because the voter went to wrong table inside the polling place OR to the wrong polling place
    - Call 327-VOTE (8683) to make sure voter is registered & to determine correct precinct
    - If 327-VOTE cannot help, call the Inspector Hotline at 327-2000 for instructions
    - If 327-VOTE confirmed the voter is in the wrong location, send voter to correct precinct or polling location
      - If the voter refuses to vote elsewhere, a Provisional Ballot can be issued but since the voter MUST cast a ballot in their home precinct it likely will not be counted
      - Do everything you can to help a voter find their proper precinct or polling location before issuing a provisional ballot

Provisional Ballots: How to Issue

- **Steps to issue a provisional ballot:**
  - ALWAYS call the Inspector Hotline at 327-2000 first
    - Voter could be accidentally left off Poll Book or in wrong location
  - Remove a security envelope from provisional ballot kit
  - The <u>Inspector and voter</u> should fully complete the PRE-4 (Challenge Affidavit) found on the back of security envelope
    - A sample of how to fill this form out is included in the Inspector Binder. If the PRE-4 is not filled out the ballot will not be counted. **THIS FORM <u>MUST</u> BE FULLY COMPLETED!!!**
  - Issue a ballot
    - Use a regular ballot but place a provisional ballot sticker on it
    - Initial back of ballot

> **!** It is critical that the PRE-4 and PRO-2 – the affidavits on both sides of the envelope – are <u>filled out accurately and completely</u>. This information is used by the Election Board to determine if the voter's ballot can be counted.

Provisional Ballots: How to Issue

- **Steps to issue a provisional ballot:**
  - Ask voter to seal completed ballot in security envelope
    - **DO NOT allow a voter to insert a provisional ballot into the M100!**
  - The voter must complete and sign the PRO-2 on the front of the envelope and voter affidavit on the back of the envelope
  - Challenger must complete the affidavit on the back of the envelope
  - Give voter the take-away (PRO-9) found in the provisional ballot kit to inform them of their rights

> **!** Do NOT allow a provisional voter to cast their ballot on the M100. Any provisional ballot must be sealed in a security envelope!

Provisional Ballots: Instructional Insert

- **There is a line-by-line instructional insert included in the Inspector Binder that walks you through the process in detail.**

- **Please use this info sheet!!**
  - Improperly completed Provisional Ballot paperwork often leaves the Election Board with no other choice than to reject a ballot.

⚠️ **Take Your Time! There are two forms found on opposite sides of the Provisional Ballot Envelope. Both the Inspector and voter have sections they need to complete.**

SCENARIOS

- **Voters can call 327-VOTE (327-8683) or use the Voter Information Portal at indy.gov/VIP to verify their voter registration status and confirm their polling location and precinct information.**

- **Poll workers should call the Inspector Hotline at 327-2000 with ANY questions! (This number is ONLY for poll workers.)**

Voter Not in Poll Book

- **Michael Missing shows up but he is not in the Poll Book. What should you do?**
  - You should put the voter at ease and explain there are a few ways you can work together to resolve the issue.
    - You or the voter can call the voter info line at 327-VOTE (327-8683) to verify their polling location and precinct
    - YOU can call the Inspector Hotline at 327-2000 and press 1
      - Voter Registration can look up his information
      - Michael may be in the wrong location or accidentally left off of the Poll Book

Voter Not in Poll Book:
Wrong Location

- **If Michael is in the wrong location…**
  - His polling location might have changed
    - Mayor's Office picks the sites, which are subject to change each election
  - Provide Michael with his correct polling location, which Voter Registration should provide to you over the phone
    - Michael can also confirm his location by:
      - Calling 327-VOTE (327-8683) and use the phone-based polling place locator
      - Using a smartphone or computer to access the Voter Information Portal at www.indy.gov/VIP

Voter Not in Poll Book
Left off the Poll Book

- **If Michael was accidentally left off of the Poll Book…**
  - Voter Registration will confirm the person is properly registered to vote and provide a Certificate of Error number
  - Voter records his/her name, address, and signature in the back of the Poll Book
  - Clerk notes the number in the back of the Poll Book, next to the voter's name and signature
  - Voter casts a regular ballot

Absentee Voter Appears
At Polling Site

- **Absentee Al thought he'd be out of town for Election Day and requested a ballot to vote by mail. His trip was cancelled so instead of mailing back his ballot, he decides to go vote at his precinct on Election Day. Can he vote at his polling site?**
  - Yes, BUT ONLY after he follows these steps:
    - Return to the Election Service Center (3737 E. Washington St.) with his absentee ballot
    - Receive a permission form from the Election Board to return to his polling place before 6PM to vote
      - Poll workers should follow the process noted on the back of the permission slip

Voter Needs to Change Name

- **Susie Rich is flashing her new diamond wedding ring and informs everyone of her new name at the Clerks' table. What should you do?**
  - Find Susie in the Poll Book under her old last name
  - Susie completes the Name Change Affidavit (VRG-4/12) found in the Inspector Binder
  - Susie signs the Poll Book with her new name
  - Allow Susie to vote

Voter Moved Since Last Election

- **Vickie Voter forgot to update her voter registration after she moved earlier this year. What should she do?**
  - Vickie may be able to vote in her old precinct one last time, but the inspector MUST CALL 327-2000 for a determination on whether Vickie can vote
  - If she is permitted to vote at her old precinct, she should complete a VRG-4/12 (found in the Inspector Binder) to update her registration, and sign the poll book

Party Challenge (PRE-6)

- **Darlene Democrat, a well-known Democrat officeholder, reaches the clerk's table and asks for a Republican primary ballot. Ricky Republican, a registered voter in the same precinct, challenges her selection. What do you do?**
  - Give Ricky a Party Challenge Affidavit (PRE-6), which is found in the Inspector Binder
  - Ricky fills out the front
  - To overcome the challenge, Darlene fills out the back of the form
  - Darlene is allowed to vote

Voter Forgot Photo ID

- **Problem Paul appears at the poll site and has forgotten his photo ID. What should you do?**
  - If Paul does not want to come back with his photo ID, he can cast a provisional ballot.
    - Paul has 10 days to bring his ID to the Election Board located in Room W-122 in the City-County Building, 200 E. Washington Street
    - If he does not bring an ID to the Election Board within 10 days, his vote will NOT be counted
      - There is a noon deadline on the last day!
  - If he leaves to go get his ID, he should NOT sign the Poll Book
    - If he accidentally signs the Poll Book, he needs to vote by provisional ballot and follow the instructions above

Voter Signs Poll Book But Forgot ID

- **Eddie Excitement is a first time voter and enthusiastically signs the Poll Book before the Precinct Election Board realizes he does not have proper ID. What should you do?**
  - Because he signed the Poll Book, Eddie MUST cast a provisional ballot
  - Like Paul, Eddie will need to visit the Election Board office by noon ten days after Election Day and show his valid ID

Media Watcher Credentials

- **Robert Reporter walks into the polling location and shows his proper credentials to the poll workers. He asks for a public count of the machines. What do you do?**
  - As long as he has the proper credentials, you can provide this information to him
  - Robert can also photograph or film voters in polling location
    - Voter must consent first
    - May NOT photograph in any way that would convey how the person voted their ballot

Candidates Voting in their Precinct

- **Carl Candidate is planning to go to his precinct to vote on Election Day. Is he allowed to do so?**
  - Yes.
  - While candidates (and their immediate family) cannot serve as poll workers in precincts where the candidate's name appears, state law permits them to vote in their precinct on Election Day.
  - After Carl finishes voting, any politicking MUST be done outside of the chute

Poll Book Holders

- **Judy is a Clerk on Election Day, but her political party also has appointed her to be the Poll Book holder (or the person holding the scratch list). Can she serve as both?**
  - Yes.
  - State law permits Clerks to also manage the scratch lists for their political party.
  - However, their work as a 'poll book holder' cannot interfere with their service to the Election Board

CLOSING THE POLLS

- **Declare the Polls Closed at 6:00 p.m.**
- **Shut Down the Voting Equipment**
- **Remove all Electronic Media**
- **Pack up the Polling Location**
- **Prepare Closing Paperwork**

Declare Polls Closed

- **Inspector declares polls closed at 6PM**
  - Inspect the chute
  - Any voter in the chute at 6PM MUST be allowed to vote
    - At 6PM the iVotronic will prepare to shut down. If the voter wants to use the iVotronic, press the 'exit this menu' option and proceed with voting normally
    - If there is a line, station a Judge at the end of the line that exists at 6PM to identify the last voter.
    - Instruct late-arriving voters not in line at 6PM that the polls closed at 6PM.
- **Make sure only properly credentialed people remain in the polling location**

Shut Down Equipment

- **Wait for all voters to leave before shutting down the voting equipment**
  - Double-check that uncounted storage bin does NOT contain ballots
  - Shut down the iVotronic FIRST then the M100
  - Follow instructions provided earlier in the video
  - Remove all electronic media

> ⚠️ **Vote ballots in the un-voted ballot bin, if any, that should have properly been voted earlier.**

Pack & Return Electronic Media

Every Precinct Returns

M100 Card

Found sealed in front of scanner in the 'garage'

Managing Precincts Return:

M100 Card

Found sealed in front of scanner in the 'garage'

+

PEB

iVotronic Flash Card

Found sealed in rear of iVotronic

Closing Paperwork: Ballot Accounting Certificate

- **To complete the Ballot Accounting Certificate, you need:**
  - Ballot and Signature Audit Log
    - Found under Tab 3 in Inspector Binder
    - Clerks track number of ballots cast on M100 and iVotronic and count number of signatures in Poll Book throughout the day
    - Clerks should write the total number of absentee voters on the list
    - See form for full instructions
  - Count of unvoted ballots
    - Unopened packages are 50 ballots each
  - Count of voted ballots
  - Count of provisional ballots
  - Public count from the iVotronic
  - Count of in-person voters and absentee voters in Poll Book
- **Follow instructions on the form**

Other Closing Paperwork

- **Inspector Affidavit (PRE-10)**
- **Statement of Expense (PRE-2)**
  - Make sure all poll workers complete this form, especially those that work half day
  - Write legibly
    - Unreadable information will delay payment to poll workers
  - One person should mark 'cell phone reimbursement'
    - MCEB will give a $5 stipend to one person, usually the Inspector, who uses their cell phone for official Election Day business
    - Inspector chooses which phone is to be used
- **Precinct Oath Book (PRE-1)**
  - Should be completed at the start of the voting day
  - Found under tab 2 of the Inspector Binder

Returning Materials: General

- **General Instructions:**
  - Unpack envelopes, bags and seals from the Poll Kit
    - Organize during voting day at some point to get a head start
    - Ask Judges to pre-initial the number of envelope seals needed to close everything up at the end of the day
  - The outside of each bag lists all the materials that go inside that bag at the end of the night
  - Not all bags and envelopes will be used
    - Do NOT seal or write-on unused bags/envelopes so that they can be reused in future elections
  - Take care to pack-up materials in their proper kits, bags and envelopes to ensure smoother check-out at regional sites

! **Take time to read the outside of bags and envelopes**

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Returning Materials: Red Bag

- **Red Bag**
  - Bubble Pack (VERY IMPORTANT)
    - M100 Card
    - Managing Precincts only: iVotronic Flash Card and PEB
  - Zero Tape Envelope
  - Totals Tape Envelope
  - Voted Provisional Ballots (PRO-4) (<u>VERY IMPORTANT</u>)
  - Provisional Ballots After the Polls Close envelopes (PRO-5)
    - Rarely used
  - Closed Polls Envelope
  - Completed Statement of Expense

! **DO NOT PUT YOUR RED BAG INSIDE THE BALLOT TRANSFER CASE!**

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Returning Materials: Red Bag

- **Closed Polls Envelope**
  - Ballot and Signature Audit Log
  - Ballot Accounting Certificate
    - Completed white copy
  - Oaths (PRE-1)
  - Inspector Affidavit
  - If used, the following should be in this envelope at the close of the polls:
    - Declared Write-In Candidate Form (White Copy-General Election Only)
    - Completed Affidavit of Voter Assistance (PRE-3)
    - Completed Replacement of Precinct Official (PRE-8)
    - Completed Public Safety or Military Affidavit (PRE-19)

⚠️ **Do not seal Red Bag in case. Keep Separated!**

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Returning Materials: Ballots

- **Unused Ballots**
  - Place unvoted ballots in the 'Unused Ballots' bag, seal and complete form on front of bag
- **Voted Ballots**
  - Place voted ballots AND yellow copy of the Ballot Accounting Certificate in the 'Voted Ballots' bag, seal and complete form on front of bag
  - In Primary, there are voted ballot bags for D, R, and NP ballots
- **Provisional Ballots**
  - Completed provisional ballots should be placed in the PRO-4 envelope found in the Poll Kit
  - Spoiled provisional ballots should be placed in the PRO-6 envelope found in the Poll Kit
  - Unused provisional ballot envelopes and materials should remain in the <u>unsealed</u> provisional ballot kit

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Returning Materials:
Ballot Transfer Case

- **Ballot Transfer Case**
    - Contents at closing:
        - Unvoted ballots in properly sealed bag
        - Voted ballots in properly sealed bag
            - Include yellow copy of completed Ballot Accounting Certificate
        - Spoiled/defective regular ballots in properly sealed bag
        - Spoiled/defective provisional ballots in properly sealed bag
        - PEB reader, if managing precinct
    - Seal Ballot Transfer Case on both ends
        - Seals found in zipper pack of Inspector Binder
        - Record seal numbers on the Ballot Accounting Certificate

Once Ballot Transfer Case is sealed, it cannot be opened. Please take care to return only those items listed above.

Returning Materials

- **Poll Kit**
    - Poll Book
        - Returned in the sealed 'Poll Book Envelope'
        - Any VRG 4/12's (name/address change affidavit) should go inside your Poll Book
    - Inspector Binder
    - Posters, signs, etc.
    - Office supplies (pens, tape, wire cutters, calculators)
    - Unused forms
    - Anything else that doesn't belong in the Red Bag or Ballot Transfer Case

Do NOT seal your Poll Book in the Ballot Transfer Case.
The poll book is returned in your Poll Kit because it does not fit in the Red Bag.

Packing Up

- **Pack up voting booths**
- **Secure voting equipment & leave at site**
  - iVotronic MUST be in sealed in its case
  - Place lid back on M100 and lock up the scanner
- **Put 'official voting site' sign back in the ballot storage bin**
- **Breakdown any ADA equipment, if provided**
- **Clean up inside and outside**

⚠️ **Please return your polling location to the way you found it!**

Deliver Materials to Regional Sites

- **Inspectors should extend an offer to the Judge of the opposite political party to travel to the regional site to return materials**
- **Make sure you deliver these three items:**
  - Red Bag (sealed)
    - Especially the bubble pack with electronic media!
    - **DO NOT PUT THE RED BAG INSIDE THE BALLOT TRANSFER CASE**
  - Ballot Transfer Case (sealed)
  - Poll Kit
    - Double check Poll Book was sealed in its envelope and placed in the kit
- **If you are missing items, you may not be able to check-in to your regional site**

⚠️ **Regional sites are open until 10PM. After 10PM, please deliver materials to Election Service Center, 3737 E. Washington St.**

FINAL REVIEW & REMINDERS

- **Central Count of Absentee Ballots**
- **Primary Ballot = Party Preference**
- **Exit Polling**
- **Arrive at 5AM**
- **Return all electronic media**
- **Don't forget to vote!**

Central Count of Absentee Ballots

- **MUST Promptly Process Names in Poll Book**
  - Process your first list of absentee voters before the polls open on Election Day (NOT the night before)
  - Wait for couriers to arrive with second list and process as quickly as possible
  - Be sure to mark every person on your list as an absentee (ABS) voter in your poll book

> ⚠ **Central Count teams cannot start processing ballots until lists are returned to the Election Service Center. Please process absentee voter lists quickly and accurately.**

Primary Election = Party Preference

- **Voters MUST pick either a Democratic or Republican ballot in a Primary Election**
- **Poll workers MUST circle the ballot type (D, R, NP) the voter selects in the poll book**
  - If there is a referendum on your ballots, separate non-partisan ballots will be printed for those who only want to vote on that issue. They MUST declare a party, however, if they wish to vote for candidates.

Watchers & Exit Polling

- **You MUST allow properly credentialed people into the polling location**
  - **Watchers**
    - In addition to local county party chairs, state party chairs can also appoint watchers
    - May result in two watchers from a political party at the precinct on Election Day – one from state, the other from county
  - **Exit Polling**
    - Exit polling is permitted
    - Pollster should be instructed to stand outside of the chute
      - Can speak to voters exiting the polls, but the voter does not need to respond
    - Pollster typically will have credentials from their organization to verify their work on Election Day

Remember on Election Day
Arrive at 5AM!

- **Poll workers MUST arrive at 5AM**
  - Central Count adds extra work so EVERYONE arrive at 5!
- **Inspectors:**
  - Expect a 'wake-up' call at 5AM
  - If you are going to be late or can't fulfill your responsibility, call 327-2000 immediately
    - If you know the night before, call 327-2000 so we can make arrangements for you to deliver your materials and back-up Inspectors can be deployed
- **Clerks/Judges:**
  - If your Inspector has not arrived by 5AM, call 327-2000 immediately

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Return All Electronic Media

- **Every Precinct Returns an M100 card**

- **Managing Precincts Return an M100 card AND PEB AND iVotronic Flash Card**

- **Place in bubble pack and put in the Red Bag**
  - If you forget to return the electronic media, you will be sent back to your polling location to retrieve it!

Bubble pack found in your Poll Kit will list what you need to include in it. Look for 'Don't Forget Me!' tags on the M100 and iVotronic flash cards, too.

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Don't forget to vote!

- **If you are not working at your home precinct, you MUST vote early!**
  - Vote by mail
    - Monday, April 27 is deadline to submit application
    - Ballots due by NOON on Election Day at Election Service Center
      - ESC: 3737 E. Washington St. (Washington & Sherman)
  - Early voting in the Clerk's Office
    - Weekdays, Tuesday, April 7 to Friday, April 24: 8AM to 5PM
    - Saturday, April 25 & Sunday, April 26: 10AM to 5PM
    - Monday, April 27 through Friday, May 1: 8AM to 7PM
    - Saturday, May 2 & Sunday, May 3: 10AM to 5PM
    - Last day! Monday, May 4: 8AM to NOON

Additional Training

- **Training materials are for reference, not memorization**
  - Review Inspector Binder before Election Day
  - Refer to materials in Secretary of State's Handbook
- **Online resources – www.indy.gov/election**
  - Streaming video of poll worker training
  - PowerPoint presentations of all training
- **Training video will air on WCTY Channel 16 and Government TV 2**
  - For cable television viewers in Marion County:
    - Channel 16 can be viewed on Comcast Channel 16, Bright House Networks Channel 16 and on AT&T Channel 99
    - Government TV2 is available on Comcast Channel 28, Bright House Networks Channel 17 and AT&T Channel 99